



wisconsin department of  
**children + families**

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Governor Scott Walker

Secretary Eloise Anderson

Division of Family and Economic Security

*Bureau of Working Families*

**To:** TJDP Contractors, Subcontractors, and Staff

**From:** Rebecca Brueggeman, Section Chief  
Bureau of Working Families  
Division of Family and Economic Security

**Transitional Jobs Memo**

**No:** 11-02

**Date:** 8/24/2011


**Subject:** New fields on WPTJ screen in CARES  
Reminder to contact Child Support



Two new fields have been added to the WPTJ screen in CARES. These fields are located near the top of the screen. DCF would like to start tracking how many Transitional Jobs workers are non-custodial parents and/or ex-offenders. This data will be used when doing evaluations of the program in the future.

Answer yes or no for each of these fields for all new participants that you enter into CARES. Please go back and enter this information as staffing allows for individuals in the TJ program that have already been entered into CARES. The deadline for completing these fields for all workers ever enrolled in Transitional Jobs is 9/30/2011.

Under Wisconsin Statute, parents who have a court order for support are required to notify the child support agency immediately of any changes in income or employment. Case managers must remind TJ workers who are non-custodial parents, that they are required to notify Child Support immediately upon securing employment.

For questions about this memo, contact Rebecca Brueggeman, Program Operations Section Chief at (608) 267-9886.

Return to Application 

WPTJ	TRACK TRANSITIONAL JOBS PHASES		15:29
PIN:	CTY/TRIBE: 18	OFFICE: 1111	DCF298 A BRADLEY
NAME:			UPDATED DT: 06 02 2011
			RFA NUMBER:
	NON-CUSTODIAL PARENT?	Y	
	PREVIOUSLY CONVICTED OF A FELONY?	N	
TRANSITIONAL JOBS CONTRACTOR:			
ORIENTATION	BEGIN DATE: 05 10 2011	TOTAL HOURS OF ORIENTATION: 020	
PHASE	END DATE: 05 20 2011		
SUBSIDIZED	BEGIN DATE: 05 21 2011	ANTICIPATED END DATE: 10 21 2011	
WORK PHASE	END DATE: -- -- --	EXTENSION GRANTED? : N	
FOLLOW-UP	BEGIN DATE: -- -- --	HAS PARTICIPANT STARTED AN	
PHASE	END DATE: -- -- --	UNSUBSIDIZED EMPLOYMENT? : --	
COMP RSN:			
PF13 WPED	PF14 WPJR	PF15 WPWC	PF22 WPWI
NEXT TRAN: --	PARMS: 2201831653		MORE...